



NOAA

NATIONAL OCEANIC AND
ATMOSPHERIC ADMINISTRATION
UNITED STATES DEPARTMENT OF COMMERCE

MEMORANDUM FOR: ALL NOAA

FROM: Lydia Kenlaw
NOAA Transit Manager

SUBJECT: MANDATORY Transit Subsidy Recertification from October 1 through October 31, 2016

The purpose of this message is to notify **all NOAA Transit Subsidy Participants** of a **mandatory** recertification that will begin on October 1, 2016 and end on October 31, 2016. If you are a current Participant and wish to continue your transit benefit you must recertify during this time period. *If you do not recertify within the required timeframe, you will be automatically withdrawn from the program.* Also, NOAA does not pay transit benefits retroactively.

The DOT online application for *Mass Transit Benefit* (TRANServe) will be used for this process. Please see steps below;

- a. Go to <http://transerve.dot.gov/>
- b. Select *Participants* and *DOC-NOAA*
- c. Select *Transit Benefit Program Application System*
- d. Log In (If already registered) or follow the registration process for first time enrollees after completing the DOC-NOAA Awareness Training
- e. Select *Transit Benefit Application*
- f. Select *Certify/Enroll*
- g. Select *I Agree*
- h. Complete *Transit Benefit Application Worksheet* after you have taken the DOC-NOAA Integrity Awareness Training by going to [http://transerve.dot.gov/docs/DOC-NOAA%202016 Transit Benefit Integrity Awareness Training 7.11.2016-FINAL.pdf](http://transerve.dot.gov/docs/DOC-NOAA%202016%20Transit%20Benefit%20Integrity%20Awareness%20Training%207.11.2016-FINAL.pdf)

Once each application is submitted, Supervisors, Budget Certifiers and Transit Points of Contact (POC's) will then need to go into the TRANServe system and approve.

Instructions for approval:

- a. Open email and click the *hyperlink*
- b. Log In
- c. Select *Approval Section*
- d. Select *Employee Name*

- e. Review online application and validate expenses with documentation of actual mass transit costs provided by applicant
- f. Enter *Account Classification* from drop down menu
- g. Select *Approve* or *Disapprove* (include reason if disapproved)

For additional information and questions about Transportation Benefits, the TRANServe system or the recertification process, please contact your Line Office/Staff Office POC below.

Please remember you are responsible for tracking your recertification through each approval level, supervisor, budget certifier and POC.

NOAA TRANSIT SUBSIDY MANAGEMENT PROGRAM POINT OF CONTACTS

Line/Staff Office	Name	Telephone #	Building	Room
AGO	allen.hueffmeier@noaa.gov	301-628-1372	SSMC2	11301
CAO	rita.e.argueta@noaa.gov	301-713-2220 x 181	SSMC3	3873
CFO – HCHB	charlene.dunn@noaa.gov	202-482-2088	HCHB	D015
CFO – Germantown	mary.mitchell@noaa.gov	301-444-3717	CXXI	1-C
CIO	trena.a.simon@noaa.gov	301-628-5667	SSMC3	9821
NESDIS	marian.katz@noaa.gov	301-713-7066	SSMC1	7109
NMFS	jan.charity@noaa.gov	301-427-8053	SSMC3	14413
NOS	jeffrey.harrison@noaa.gov	301-713-3050 x 166	SSMC4	13265
NWS	shelia.foster@noaa.gov	301-427-6921	SSMC2	18360
OAR	keisha.palmer@noaa.gov	301-734-1190	SSMC3	11508
OGC	gina.jackson@noaa.gov	202-482-4080	HCHB	A100
OMAO	harrie.a.cherry@noaa.gov	301-713-7695	COLESVILLE	500
USEC/OED	james.leduc@noaa.gov	202-482-0965	HCHB	A102
WFMO	theresa.berry@noaa.gov	301-713-6365	SSMC4	12309

Thank you.

Please do not reply to this message. Any questions should be directed to your Transit Benefit Point of Contact.

-- This MAILBOX is not monitored --
